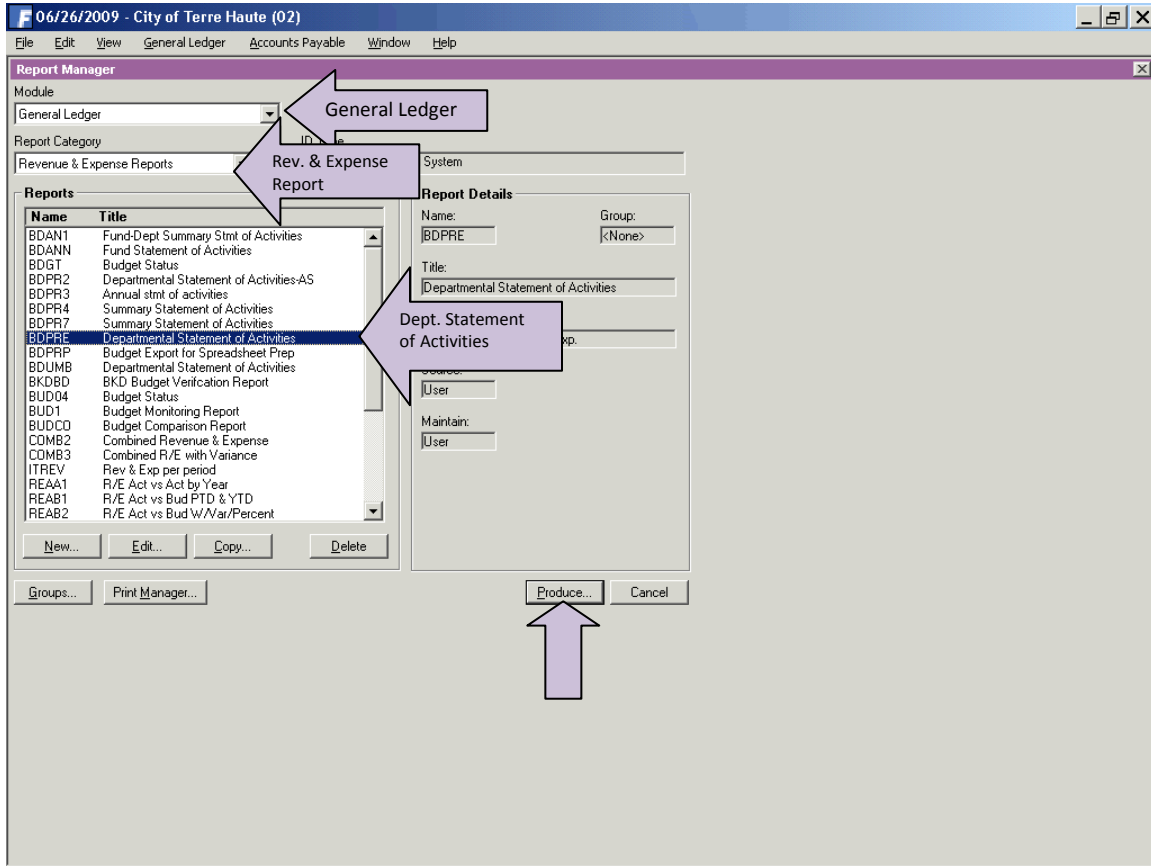
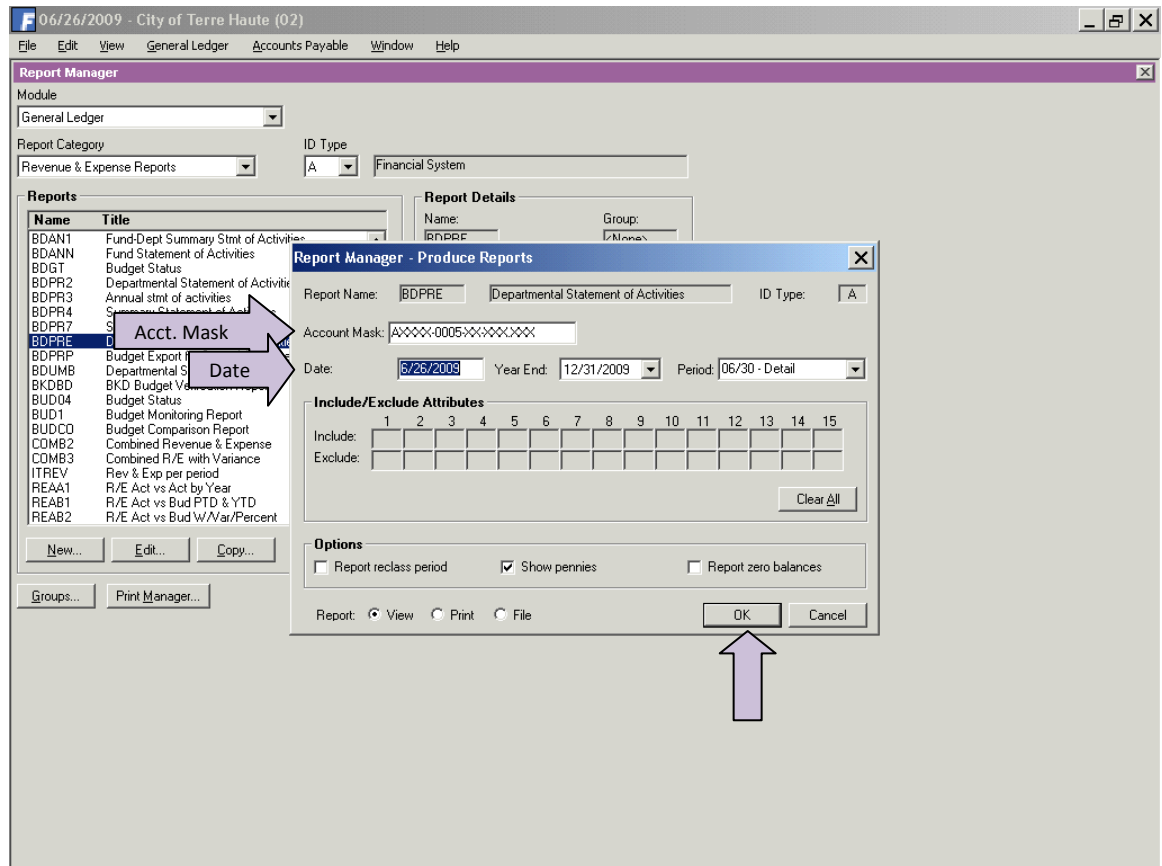


Departmental Statement of Activities



1. Go to Report Manager
2. Module => General Ledger
3. Report Category => Revenue & Expense Reports
4. Reports => Departmental Statement of Activities (BDPRE)
5. Click the Produce Button in the lower right hand corner of the screen



6. In the Account Mask field, enter A (capital A) and then enter your fund / dept. number.
7. Press the Tab button to lock in the account mask.
8. Date => Use the current default date or change to the date you are inquiring about.
9. Press the Tab button to lock in the date.
10. Click the OK button.